

This search was completed in April, 2000, with the appointment of Byron Luke,
Controller of Avrea/Foster, an advertising agency in Dallas, Texas.

Job Announcement

The Phillips Collection Director of Finance (Posted: March 4, 2000)

The Phillips Collection in Washington, DC, is looking for an experienced accountant to serve as director of finance. This is an exceptional opportunity for an individual to run a financial management system that will give the board and senior management accounting information that is accurate, timely, and useful—and would like to do so at one of the world's great art museums. The Phillips Collection invites applications from candidates with the skills and experience described below. Applications will be accepted until the job is filled.

The Museum

The Phillips Collection is one of the most respected and loved modern art museum in the world. Founded in 1921 by Duncan Phillips, it was the first museum in the United States dedicated to modern art. The museum began in Duncan and Marjorie Phillips' house, an 1897 brownstone near Dupont Circle, which continues to be the museum's home. The collection includes paintings by the greatest artists of the modern period, including Renoir (whose "The Luncheon of the Boating Party" is perhaps the museum's most famous piece), Degas, Picasso, O'Keefe, and Rothko. The museum's current major exhibition, a retrospective of the great French artist and political satirist Honoré Daumier, which opened in February, has attracted even greater acclaim for the unique role the museum plays in Washington's and the nation's cultural life.

The Phillips Collection is a private, nonprofit organization (and not part of the Smithsonian Institution, which oversees many of Washington's other great museums). It has a staff of 71 fulltime-equivalent employees. The operating budget for 2000 is \$7.5 million. Revenue comes from diverse sources, including admission fees, grants and contributions, membership dues, gift shop and restaurant sales, and investment income from an endowment, whose current market value is \$12 million. The museum is governed by a 30-person board of directors. The director (CEO) of the museum is Jay Gates, who was director of the Seattle Art Museum and the Dallas Museum of Art prior to joining the Phillips in 1998.

For more information about the museum, please go to <http://www.PhillipsCollection.org>.

The Position and its Principal Responsibilities

The director of finance will provide all financial, statistical, and analytical reporting to enable the museum's management team and governing board to make informed decisions. This person will be a member of the museum's senior staff, reporting initially to the director, and eventually to the deputy director (chief operating officer), a new position that will be filled later this year to oversee the entire business side of the organization.

The responsibilities of the director of finance will include:

1. Directing the formation of the annual operating budget, which should reflect the strategic goals of the museum and be put together in a way that engages the active participation of the board and senior staff.
2. Producing, analyzing, and interpreting monthly financial reports that are accurate, timely, and useful.
3. Forecasting future financial results, including projecting cash flows.
4. Carrying out treasury responsibilities for both operating and endowment funds.
5. Supervising the work of two other people that form the financial services department—an accounting manager and a bookkeeper.
6. Insuring that the financial management system includes all appropriate controls to maintain the fiscal integrity of the organization.
7. Staffing the board of directors' committees responsible for finance, audit, and investments.

Required Skills and Characteristics

To be effective, the director of finance must be:

1. An accounting wizard, fully versed in the policies and procedures that produce financial information that is accurate, timely, and useful.
2. Capable of explaining accounting policies and procedures as well as financial data to senior staff and board members so that they can carry out their responsibilities effectively.
3. A self-starter who knows what to do without waiting to be asked, and does it with great skill and grace.
4. A person with enough maturity, confidence, and presence to be able to discuss complex financial issues with board members who have sophisticated business and financial backgrounds.
5. Able to supervise the work of the two other members of the financial services department—an accounting manager and bookkeeper.
6. Able to not only explain, in financial terms, what has already happened, but also anticipate the future and take appropriate action now so that the museum's financial health is always understood and is always good.
7. Appreciative of the public mission of the Phillips Collection.
8. Congenial. The museum is a small organization made up of friendly people who work collegially. The director of finance must have a personality and work style

that insures that financial services becomes fully accepted and integrated into the daily operations of the organization.

Desired Experience

The director of finance should have the following experience and credentials:

1. A CPA certificate or license.
2. At least 10 years of experience as an accountant, including at least four years as the number 1 or number 2 person in the accounting department of an organization with at least \$10 million in revenue.
3. Experience contributing to significant and sustained improvement in an organization's accounting department.
4. Experience working at a museum or other nonprofit organization is desirable, but not required.

Compensation

Salary will be commensurate with experience and qualifications, and competitive with director of finance positions at other Washington-based nonprofit organizations of comparable size. The museum offers a generous benefits package—and the opportunity to see great art every day.

To Apply

Please **mail or e-mail** a cover letter, resume, email address, and three-year salary history (which will be held in strict confidence) to:

Larry H. Slesinger
Slesinger Management Services
5809 Augusta Lane
Bethesda, MD 20816
Tel.: 301-320-0680
E-mail: LSlesinger@erols.com (attached files in MS Word only)

(This job announcement can also be found at <http://www.SlesingerManagement.com>.)

The Phillips Collection is an Equal Opportunity Employer.